Sample Participant Time Log

Instructions for Provider: Modify the following log to suit your activity. Distribute it to at least 10 individuals drawn from the product's intended target audience. Do not include peer reviewers in your piloting pool. **Do not submit time logs to ASHA CE. This form offers a suggested format for collecting data from your pilot testers.**

Participant name: _____

Date: _____

Course title: _____

Sample instructions for the participant: Keeping an accurate account of your time is critical to the purpose of this study. You are not expected to complete this activity in one session. Keep track of your time for each element separately. Each time you begin to work on the activity, go to that element, log in the date, the activity you are completing and your start time. Log in an end time each time you stop work, even if it is only for a short break. Log in an end time when you finish one article or part of an article and begin another. When you return to work, begin a new line with a new start time. You may have several time entries for the same date.

I. Reading time

Date	Start time	End time	Number of minutes

II. Exercise completion

Date	Activity	Start time	End time	Number of minutes

III. Participation in electronic discussion

Date	Discussion question	Start time	End time	Number of minutes

IV. Other (please specify):

Date	Activity	Start time	End time	Number of minutes

V. Assessment of learning

Date	Start time	End time	Number of minutes

VI. Participant course evaluation

Date	Start time	End time	Number of minutes